

# Federal Perkins Grant Budget Guidelines

This section provides some quick references to expenditures for Perkins and includes some new and/or different approaches.

## Function and Object Codes Quick Guide

- 1000 Instruction “face-to-face” with students
- 2000 Support Services-enhance instruction (curriculum development and staff training)
- Support Services 6300-Registrations for district employees
- Support Services 6500-travel and per diem for district employees

## Salaries

- If included on the grant, **each year** you must submit to the GPS:
  - Detailed job description
  - Verification of time and effort record documenting services and non-duplicated payment
- On the line item description page include job title and FTE (i.e. Instructional aide .5 FTE).
- Salaries should be in 6100, benefits in 6200. If face to face with students use 1000, if support use 2000.

## Stipends

- Generally are in support services-6100 with benefits in 6200
- Paid for extra duty or extended contract pay (collaboration, curriculum writing)
- Line item description must include:
  - #hours X \$/hour X # people = Total stipend (40 hours X \$22/hour X 2 Auto teachers=\$1760)
  - Activities to be performed (i.e. POS collaboration with community college)

## Substitutes

- Perkins can pay for substitute teachers while regular CTE teachers attend training and professional development (including CTSO activities).
- Perkins does not cover subs for sick leave.
- Use budget codes 2200-6100 for all substitutes.
- Line item description for substitutes should indicate # sub days X \$/day=total sub \$ (25 sub days X \$85/day = \$2125)

**Supplies:** Include program specific instructional consumable supplies and should not include any general supplies.

- All program specific instructional supplies (1000-6600) must include a **detailed list of supplies with dollar amount and program area to be considered for approval.** (i.e. Supplies for Fashion Design such as tracing paper, pattern making paper, pins, cutting boards, thread, sample fabrics, plotter paper =\$500).
- If purchasing instructional software, list specific software, dollar amount and program.
- A multi-site district will need to include the supply list by site also.
- All support service supplies must also include a detailed list with dollar amount.
- Supply lists can be either included in the line item description space or submitted to the GPS electronically.
- Backup for detailed supply list with quantities should be available upon request.

### **Capital Outlay**

- Cost is not a factor—items whose useful life must be equal to or longer than one year.
- Capital items should include a description (not just computers) and in the purpose area include the CTE program and site if a multi-site district. (i.e. Culinary Arts at Anywhere High School).
- Generally, the GPS will review the capital items with the Program Specialist for the CTE program area.
- See the following regarding iPads and laptop requests.
  - **Reminder:** Both iPads and laptops are capital items and therefore, must be appropriately tagged, housed in a secure cabinet, inventoried, etc. The district is responsible for providing the insurance for the items if lost or stolen and the maintenance agreement for repairs.

### **iPads\* and other tablet devices (such as Surface)**

The following are questions you can expect from your GPS if you request iPads on the CTE grant applications:

1. Does the district provide iPads to teachers that are not CTE teachers?
2. Is this a “One (Single)” or multiple (classroom) purchase of iPads?
3. If this is a “One” purchase, is it for determining what programs and Applications to use?
4. If this is a Multiple (classroom set) purchase: What App’s are you going to use? Who will pay for Apps with a fee (i.e. OpenOffice)? What account will be charged?
5. How will the Apps support the teacher in their specific content area and how will the iPads be utilized in the classroom? (One vs. Classroom set)
6. What can the iPad do that a laptop or desktop computer will not?
7. How often are computers being purchased for each specific content area where iPads are being requested? When was the last time that computers were purchased for this program?

### **Applicable questions for laptops:**

1. Does the district provide laptops to teachers that are not CTE teachers?
2. Is this a "One (Single)" or multiple (classroom) purchase of laptops?
3. If this is a "One" (single) purchase, what is the purpose?
4. If this is a multiple (classroom) purchase, why are laptops needed in place of desktops?

### **CTSO Expenditures:**

Perkins could be used for the following although the State Priority and JTED funds still allow more leeway.

- Teacher registration (6300) and travel including per diem (6500) to CTSO conferences or CTSO professional development activities (Function code 1000 or 2000 depending on activity)
- Non-district employee training on CTSO activities (1000-6300 or 2000-6300)
- CTSO instructional or training materials utilized in instruction to ALL students in a program (1000-6600)
- CTSO Advisor stipend (1000-6100 most likely)
- CTSO Program Fee (1000-6800)
- Subs while teachers attend CTSO activities and professional development (2000-6100)
- Instructional supplies and capital equipment for CTSO activities and presentations (1000-6600 or 1000-6700)

### **Administrative Costs:**

- Admin costs cannot exceed more than 5% of the total Perkins allocation.
- Admin costs include any expenditure in Support Services Admin + Indirect Costs.

### **Career Exploration**

- Perkins can be used for **some** career exploration expenditures.
- Perkins **cannot** be used to buy equipment for career exploration in 7th and 8th grade.
- Perkins **can** be used for equipment if career exploration is offered in 9th grade.
- Perkins **can** be used for career exploration instructional materials, including software at 7th, 8th or 9th.
- Perkins **cannot** be used for staff salaries at 7th and 8th grade.
- Perkins **can** be used for professional development activities for 7th and 8th grade staff.
- Note: Perkins is for use in secondary schools and Perkins defines "secondary schools" as having the meaning given the term in section 5210 and 9101 of the ESEA of 1965. That states "the term secondary school means a nonprofit institutional day or residential school, including a public secondary charter school that provides secondary education, as determined under State law". For the Arizona definition of secondary schools, refer to ARS §15-781.1. It states "career and technical education and vocational education means vocational and technical preparation programs for pupils in grades nine through twelve".